



衛生防護中心
Centre for Health Protection

**Health Advice to School
for the Prevention of Coronavirus disease (COVID-19)
(Interim)**

I. Disease Information

Please visit the website of Centre for Health Protection for disease information, affected areas and updated information related to COVID-19: <https://www.chp.gov.hk/en/features/102465.html>

2. The Department of Health advises school to take the following precautionary measures to minimize the risk of contracting and spreading COVID-19.

II. Prevention Measures

A. Stay Alert

Good personal and environmental hygiene should be maintained. For the COVID-19 updates, Please visit Centre for Health Protection website <https://www.chp.gov.hk/en/features/102465.html>

(a) Instruct students/staff who had travelled to those affected areas in the past 14 days; they should notify school and observe closely their health condition and follow the recommendations announced by the Department

of Health (DH). Within the 14 days of returning from those affected areas, they should measure their body temperature every day before going to school. If feeling unwell, they should seek medical consultation promptly and should not go to school.

- (b) Students/staff returning from affected areas should consult doctors promptly if they have symptoms of COVID-19, seek medical advice and inform the doctor of the travel history and wear a surgical mask to help prevent spread of the disease.

B. Maintain Good Personal Hygiene

- (a) Perform hand hygiene properly, especially before touching your eyes, nose or mouth; before eating; after using the toilet; and after touching public installations or equipment such as escalator handrails, elevator control panels or door knobs; or when hands are contaminated by respiratory secretion after coughing or sneezing.
- (b) Wash hands with liquid soap and water properly whenever possibly contaminated.
- (c) When hands are not visibly soiled, clean hands by rubbing them with 70-80% alcohol-based handrub as an effective alternative.
- (d) Cover nose and mouth with tissue paper when sneezing or coughing. Dispose soiled tissue paper properly into a lidded rubbish bin and wash hands with liquid soap and water afterwards.
- (e) Students/staff should wear a surgical mask if develop fever or respiratory symptoms, wear a surgical mask, refrain from work or attending class at school, avoid going to crowded places and seek medical advice promptly.
- (f) Students/staff is advised to wear a surgical mask when taking public transport or staying in crowded places. It is important to wear a mask properly, including hand hygiene before wearing and after removing a mask.

- (g) N95 respirators are generally not recommended for use by general public in community settings because special training is required for proper wearing and removal of the mask. Otherwise the infective risk due to inadequate protection and contamination may be ironically increased.
- (h) Do not share personal items such as eating utensils and towels.

C. Preparation of Hand Hygiene Facilities

- (a) Provide liquid soap and disposable paper towels at places where there are handwashing facilities, e.g. toilets, kitchens, tuck shops/ canteens, art rooms, activity rooms as indicated.
- (b) Provide 70-80% alcohol-based handrub in places where handwashing facility is not available.
- (c) The children should be instructed to use alcohol-based handrub properly.

D. Maintain Good Indoor Ventilation

- (a) Windows of classroom should be opened, window and louver are not located on the same wall to improve convection and for better ventilation
- (b) Switch on fans or exhaust fans to enhance air flow.
- (c) Keep air-conditioners well-maintained.
- (d) Clean the dust-filters of air-conditioners regularly.

E. Maintain Environment Clean and Hygienic

- (a) School management is advised to maintain good hygienic standard of the school premises through thorough cleaning and disinfection daily (please refer to Annex I for procedures of preparing and using diluted bleach). Keep classrooms, kitchens, canteens, toilets and bathrooms clean and hygienic by using 1 in 99 diluted household bleach (mixing 1 part of

household bleach containing 5.25% sodium hypochlorite with 99 parts of water), leave for 15 – 30 minutes, and then rinse with water and wipe dry. For metallic surface, disinfect with 70% alcohol.

- (b) Clean and disinfect frequently touched surfaces, furniture, toys, commonly shared items and floor at least twice daily by using 1 in 99 diluted household bleach (mixing 1 part of household bleach containing 5.25% sodium hypochlorite with 99 parts of water), leave for 15 - 30 minutes, rinse with water and wipe dry afterwards. For metallic surface, disinfect with 70% alcohol.
- (c) If places are contaminated by respiratory secretions, vomitus or excreta, use strong absorbent disposable paper towels to wipe them away. Then disinfect the surface and the neighbouring area with 1 in 49 diluted household bleach (mixing 1 part of household bleach containing 5.25% sodium hypochlorite with 49 parts of water), leave for 15-30 minutes, rinse with water and wipe dry afterwards. For metallic surface, disinfect with 70% alcohol.
- (d) Maintain drainage pipes properly and regularly (about once a week) pour about half a liter of water into each drain outlet (U-traps), to ensure environmental hygiene. For details, please refer to https://www.chp.gov.hk/files/pdf/make_sure_the_trap_is_not_dry.pdf

III. Early Recognition of Infection:

- (a) Actively check the body temperature of all students every day when they arrive at school so as to identify students with fever.
- (b) Staff should also check their temperature before work every day and staff with respiratory illnesses or fever should refrain from work.
- (c) Contact the staff and parents/guardians of students to ascertain the reasons for their absence.
- (d) Keep sick leave records of staff and students properly. This helps early detection of possible infections.

(e) Inform Centre for Health Protection (CHP) of the Department of Health when any staff or student is diagnosed of COVID-19

(f) Body temperature varies with age, time of day and level of physical activity. It is important to measure and record students' body temperature properly for screening purpose. Please refer to "Guidelines on Prevention of Communicable Diseases in Schools / Kindergartens /Kindergartens-cum-Child Care Centres / Child Care Centres" published by CHP for detailed information on monitoring of body temperature:

http://www.chp.gov.hk/files/pdf/guidelines_on_prevention_of_communicable_diseases_in_schools_kindergartens_kindergartens_cum_child_care-centres_child_care_centres.pdf

Or refer to "Guidance Note on Monitoring of Body Temperature"

https://www.chp.gov.hk/files/pdf/guidance_note_on_monitoring_of_body_temperature.pdf

IV. When a Suspected /Confirmed Case of COVID-19 is Encountered in School

A. Cleansing staff would wear appropriate PPE including:

- (a) Surgical mask
- (b) Latex gloves
- (c) Disposable gown
- (d) Eye protection (goggles/face shield) and
- (e) Cap (optional)

B. Enhanced Environmental Disinfection

- (a) Disinfect all potentially contaminated surfaces or items by using 1 in 49

diluted household bleach (mixing 1 part of household bleach containing 5.25% sodium hypochlorite with 49 parts of water), leave for 15-30 minutes, rinse with water and wipe dry afterwards.

C. If There is Blood, Secretions, Vomitus or Excreta, Take Enhanced Measures:

- (a) Cleansing staff should wear appropriate personal protective equipment (PPE) including surgical mask, gloves, disposable gown, eye protection (goggles/face shield) and cap (optional).
- (b) Use forceps to hold the strong absorbent disposable towels to wipe away the blood, secretions, vomitus or excreta during a preliminary clean up.
- (c) Then put the forceps and used absorbent disposable towels in a garbage bag carefully without contaminating oneself/the environment.
- (d) Disinfect with 1 in 4 diluted household bleach (mixing 1 part of household bleach containing 5.25% sodium hypochlorite with 4 parts of water), wipe from the outside inward, leave for 10 minutes, rinse with water and wipe dry afterwards.
(Recommended disinfection area: contaminated surface and its neighbouring area, such as 2 m)
- (e) After the procedure, put all the wastes and cleansing tools (e.g. forceps, cloth, mop head) in the garbage bag.
- (f) Carefully remove PPE, put them in the garbage bag, and then perform hand hygiene.
(When hands are not visibly soiled, use 70-80% alcohol-based handrub. Wash hands with soap and water when hands are visibly dirty or visible soiled with blood, body fluid.)
- (g) Wear a pair of new gloves, seal the waste bag tight and dispose it properly in covered rubbish bin. Then, label the rubbish bin and put it in a safe undisturbed place until collection.#

(h) Remove gloves carefully. Wash hands with liquid soap and water.

If **COVID-19** is confirmed, CHP will inform the Food and Environmental Hygiene Department as soon as possible to collect the wastes. On the contrary, if **COVID-19** is excluded, CHP will inform the school to dispose the wastes as usual.

V. Updated Information for COVID-19,

Please visit the website of the Centre for Health Protection of the Department of Health at

<https://www.chp.gov.hk/en/features/102465.html>

VI. Guideline on Prevention of Communicable Diseases in Schools

3. Please refer to the “Guidelines on Prevention of Communicable Diseases in Schools/Kindergartens/Kindergartens-cum-Child Care Centres/Child Care Centres” for more details.

http://www.chp.gov.hk/files/pdf/guidelines_on_prevention_of_communicable_diseases_in_schools_kindergartens_kindergartens_cum_child_care-centres_child_care_centres.pdf

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The Use of Bleach

Bleach is a strong and effective disinfectant. Its active ingredient, sodium hypochlorite, denatures protein in micro-organisms and is therefore effective in killing bacteria, fungi and viruses. Household bleach works quickly and is widely available at a low cost. Diluted household bleach is thus recommended for the disinfection of environment .

2. As bleach irritates mucous membranes, the skin and the airway, decomposes under heat and light and reacts readily with other chemicals, bleach should be used with caution. Improper use of bleach may reduce its effectiveness in disinfection and can injure users. Overuse of bleach will pollute the environment and disturb ecological balance.

Tools and Equipment

3. Get all necessary tools and equipment ready, such as household bleach, measuring tools, containers and Personal Protective Equipment.

Preparing / Using Diluted Bleach

- (a) Dilute and use bleach in a well-ventilated area. Put on appropriate Personal Protective Equipment (e.g. mask, gloves, safety goggles and plastic apron) when diluting or using bleach as it irritates mucous membranes, the skin and the airway.
- (b) Mix bleach with cold water as hot water decomposes the active ingredient of bleach and renders it ineffective.
- (c) Bleach containing 5.25% sodium hypochlorite. Properly dilute the bleach to achieve appropriate concentration as follows:
 - (i) 1:99 diluted household bleach (mixing 1 part of 5.25% bleach with 99 parts of water) is used for general household cleaning and disinfection.
 - (ii) 1:49 diluted household bleach (mixing 1 part of 5.25% bleach with 49 parts of water) is used for surfaces or articles contaminated with vomitus, excreta and secretions.
 - (iii) 1:4 diluted household bleach (mixing 1 part of 5.25% bleach with 4 parts of water) is used for surfaces or articles contaminated with blood

spillage.

- (d) Make adjustments to the amount of bleach added if its concentration of sodium hypochlorite is above or below 5.25%.
 - (i) Calculation: Multiplier of the amount of bleach added = 5.25 concentration of sodium hypochlorite in bleach
 - (ii) For example, when diluting a bleach containing only 5% sodium hypochlorite, the multiplier is $5.25 / 5 = 1.05$. That means $10\text{ml} \times 1.05 = 10.5\text{ml}$ of bleach should be used when preparing a bleach solution.
- (e) Use a tablespoon or measuring cup for accurate measurement of the amount of bleach added.
- (f) Wash hands thoroughly after the procedure.

Precautions for the use of bleach

- (a) Avoid using bleach on metals, wool, nylon, silk, dyed fabric and painted surfaces.
- (b) Avoid touching the eyes. If bleach gets into the eyes, immediately rinse with water for at least 15 minutes and consult a doctor.
- (c) Do not use bleach together with other household detergents as this reduces its effectiveness in disinfection and causes dangerous chemical reactions. For example, a toxic gas is produced when bleach is mixed with acidic detergents such as those used for toilet cleaning. This can result in accidents and injuries. If necessary, use detergents first and rinse thoroughly with water before using bleach for disinfection.
- (d) Undiluted bleach liberates a toxic gas when exposed to sunlight, thus store in a cool, shaded place and out of reach of children.
- (e) Sodium hypochlorite decomposes with time. To ensure its effectiveness, purchase recently produced bleach and avoid over-stocking.
- (f) For effective disinfection, use diluted bleach within 24 hours after preparation as decomposition increases with time if left unused.
- (g) Organic materials inactivate bleach; clean surfaces so that they are clear of organic materials before disinfection with bleach.